



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

BQ-2

Betty J. Moskowitz, Treasurer  
10th Congressional District  
Democratic Committee  
1102 Fairfield Drive  
Mt. Pleasant, MI 48858

AUG 17 1994

Identification Number: C00099465

Reference: July Quarterly Report (4/1/94-6/30/94)

Dear Ms. Moskowitz:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The totals listed on Lines 6(c) and 7, Column B of the Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals.

-The beginning cash balance of this report should equal the ending balance of your April Quarterly Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

-Your calculations for Lines 19 and 20, Column B appear to be incorrect. FEC calculations disclose these amounts to be \$2,757.49, respectively. Please provide the corrected totals on the Detailed Summary Page.

-Your calculations for Lines 30 and 31, Column A appear to be incorrect. FEC calculations disclose these amounts to be \$751.37, respectively. Please provide the corrected totals on the Detailed Summary Page.

-Your report discloses no payments for administrative expenses. Each committee utilizing separate federal and

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non-federal accounts is required to allocate any administrative expenses between the accounts in proportion to the BALLOT COMPOSITION METHOD derived from FEC Schedule H1. A Schedule H1 must be filed with the first FEC FORM 3X submitted each year. 11 CFR §106.5(d)

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two year election cycle beginning with the first report filed in the non-election year. Please provide the necessary information regarding administrative expenses incurred by your committee and/or amend your report to disclose such expenses according to the referenced provisions of the Act and Commission Regulations.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

*Debbie Manzano*

Debbie Manzano  
Reports Analyst  
Reports Analysis Division

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